



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DENTAL ASSISTANT III	27	E	10.262
DENTAL ASSISTANT II	25	E	10.263
DENTAL ASSISTANT I	23	E	10.264

### SERIES CONCEPT

Dental Assistants provide assistance to dentists in the general treatment of patients in both routine and emergency procedures in areas of diagnostic, preventive, restorative, periodontal, endodontic, pedodontic, orthodontic, oral surgery, and prosthodontic dental care. Duties include, but are not limited to, patient preparation and positioning; clinical area preparation; use of sterile techniques; administration of dental care and treatment as directed by professional staff; use and maintenance of dental equipment, instruments, and supplies; instructing patients in proper oral hygiene; and collection and maintenance of patient data and records.

Assist dentists using four-handed dental assisting techniques in operative, endodontic, oral surgery, orthodontic, pedodontic, prosthodontic and periodontal procedures by performing oral evacuation, fabricating temporary crowns, custom trays, taking impressions, mixing cements, and assisting in the application of light cured material. The Dental Assistant must have an extensive knowledge of the sequence of steps in each type of procedure to anticipate and provide the dentist with the appropriate materials, instruments and equipment.

Change arch wires, apply ligatures, cement temporary crowns, remove excess cement, perform coronal polishing, remove sutures, apply and remove periodontal pack, apply temporary restorations, and apply topical fluoride treatments, sealant and anesthetic as directed by a staff dentist.

Receive and seat patient; interview patient to clarify the purpose of visit; update patient medical history and document any other pertinent information; prepare and arrange dental instruments, materials and equipment appropriate for procedure; expose intraoral and extraoral radiographs as directed by dentist or following standard protocol; process, mount and label radiographs; enter information into chart or computer as dictated by dentist or hygienist.

Answer patient questions by explaining and clarifying basic information regarding the treatment plan, sequence of treatments, result of non-treatment, and patient's responsibilities including insurance and co-payments; secure patient signature on informed consent forms for special procedures, as required.

Apply sterile techniques and infectious control and exposure procedures when preparing for, during and upon completion of each dental treatment; disinfect and clean treatment rooms and contaminated trays; apply dental radiography infectious control protocol; handle and dispose of sharps and hazardous materials according to established State and federal OSHA standards.

Provide basic oral hygiene instruction to patients; demonstrate proper tooth brushing and flossing methods; discuss the importance of diet; furnish patient with appropriate oral hygiene literature; provide patient appropriate pre- and post-operative instructions.

Maintain medical, dental supply and material levels; assist in the inventory process and notify appropriate staff when supplies are needed; receive and store supplies and materials.

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### **SERIES CONCEPT (cont'd)**

Maintain and perform basic repairs to dental and laboratory equipment; report major malfunctions to appropriate personnel.

Perform laboratory procedures as allowed by State law such as taking impressions, preparing study models and making simple denture repairs.

In a Prison setting, incumbents receive and evaluate inmate requests for dental services; seek clinical guidance from the dentist regarding request for non-routine services; establish appointment schedule and maintain list of requests that are not scheduled; and make all required arrangements with security staff to insure inmates are notified and transported to scheduled appointments.

Using basic keyboarding techniques, enter information into computer database such as treatment records, prescriptions, charting, changes in health history, ADA codes, patient data, and set up return appointments.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Dental Assistant III:** Under general supervision of the Dental Practice Manager, positions allocated to this class perform the full range of duties outlined in the series concept, serve as a leadworker to Dental Assistant I and II's, and coordinate the back office operations in a State dental facility

As the leadworker to other Dental Assistants, incumbents develop and prepare work schedules, demonstrate proper dental assisting techniques and procedures, develop work performance standards, contribute to performance evaluations, and make recommendations for disciplinary action.

Incumbents develop and implement policies and procedures; conduct morning chart reviews to assess and discuss with dentists and other assistants procedures scheduled for the day, required material preparation, and individual patient's needs.

Ensure laboratory documentation is complete and corresponds to the contents of lab cases; review patient charts and other documentation prepared by dental assistants to ensure proper charting; ensure American Dental Association Codes correspond to procedures performed, and required follow-up has been performed.

Assess patient files and charts for the next day to ensure all materials and equipment needed are available and that adequate time is allotted.

Establish inventory and reorder levels for all dental supplies and materials; meet with vendors to discuss new products and procedures, evaluate new items and make recommendations to dentists; prepare requisitions and purchase orders to maintain supply and material stock and order new equipment; and secure price quotes for equipment repairs and purchases.

Gather required patient information and schedule when emergency treatment is needed.

Monitor infectious control and hazardous material policies and procedures and recommend improvements; arrange for required OSHA training for staff.

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### CLASS CONCEPTS (cont'd)

**Dental Assistant II:** Under general supervision, positions in this class perform the full range of duties outlined in the series concept.

**Dental Assistant I:** Under close supervision, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

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### MINIMUM QUALIFICATIONS

#### DENTAL ASSISTANT III

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of clinical experience working in a dental practice performing general treatment of patients in both routine and emergency procedures in areas of diagnostic, preventive, restorative, periodontal, endodontic, pedodontic, orthodontic, oral surgery, and prosthodontic dental care; **OR** successful completion of the National Dental Assistant Certification examination; **OR** one year as a Dental Assistant II in Nevada State service; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** dental materials and inventory, storage and rotation procedures; insurance coverage and co-payment; State and federal OSHA standards for infection control and laws and regulations related to hazardous materials handling and disposal. **Detailed knowledge of:** dental charting and procedures in relation to patient scheduling. **General knowledge of:** pertinent information required for emergency appointment scheduling. **Ability to:** establish perpetual inventory levels and appropriate reorder quantities for a dental practice; and all knowledge, skills and abilities required at the lower levels.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** State and agency rules, policies and procedures regarding procurement of supplies, materials and equipment; supervisory principles, practices and procedures. **Detailed knowledge of:** State and federal OSHA standards for infection control and hazardous materials handling and disposal laws and regulations. **Ability to:** schedule staff to maximize efficiency and administer effective dental assistance within established budget allocations; evaluate existing procedures and develop and recommend new processes or procedures to improve quality and efficiency of services; train others in proper dental assisting techniques; discuss new products and procedures with vendor representatives, evaluate their usefulness and make recommendations to the dentists.

#### DENTAL ASSISTANT II

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent and successful completion of a recognized one-year dental assistant training program and one year of experience working with the public collecting and recording information and/or explaining and clarifying basic information; **OR** graduation from high school and one year of clinical experience in a dental practice using four-handed techniques in a wide range of procedures, collecting and recording patient's medical information, exposing, processing, mounting and labeling radiographs, and applying dental sterile techniques and infectious control and exposure procedures; **OR** one year as a Dental Assistant I in Nevada State service; **OR** an equivalent combination of education and experience.

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### MINIMUM QUALIFICATIONS (cont'd)

#### DENTAL ASSISTANT II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** sterile techniques and infectious control procedures and protocol; four handed dental assisting techniques; oral hygiene methods and techniques; the theory and practices of dental assisting; exposing intraoral and extraoral dental radiographs; dental radiography processing, mounting and labeling techniques; dental and medical terminology sufficient to document patient's health and dental history; standard preparation and arrangement of dental instruments, materials and equipment appropriate for variety of dental procedures; ADA procedure codes. **Ability to:** perform four-handed dental assisting techniques to oral evacuate, fabricate temporary crown, take impressions, mix cements, and assist in the application of light cured material; explain and clarify information to patients regarding treatment plans and patient's responsibility; and all knowledge, skills and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** insurance coverage and co-payment; the sequence of steps and instruments and materials used in a wide variety of dental procedures; dental laboratory procedures such as taking impressions, preparing study models and making simple denture repairs. **Detailed knowledge of:** standard dental charting and documentation processes; exposing intraoral and extraoral dental radiographs; the anatomy of the mouth, head and face of adults and children; dental radiography processing, mounting and labeling techniques. **Ability to:** inventory, receive and store dental supplies and materials; perform standard maintenance and repair on dental equipment.

#### DENTAL ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and one year of experience working with the public collecting and recording information and/or explaining and clarifying basic information; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** grammar, spelling and punctuation sufficient to record treatment plans. **General knowledge of:** techniques for cleanliness and sanitation; basic oral hygiene techniques; basic computer keyboarding and data entry. **Ability to:** interview and collect data from patients; follow detailed oral and written instructions; write sufficient to prepare and maintain accurate dental records; establish and maintain cooperative working relationships with supervisors, staff and patients; read and comprehend standard forms and procedures manuals; enter data into a computer using basic keyboarding techniques; explain and clarify basic information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** standard dental charting and documentation processes; exposing intraoral and extraoral dental radiographs; the anatomy of the mouth, head and face of adults and children; dental radiography processing, mounting and labeling techniques; dental terminology sufficient to understand dentist's orders; basic theory and practices of dental assisting; four-handed dental assisting techniques; operation and use of standard dental equipment. **Ability to:** interview and collect data from patients regarding health history, symptoms and/or complaints; use and dispose of sharps and hazardous materials; apply sterile techniques and infectious control procedures; use standard dental equipment, instruments and materials appropriately; demonstrate proper oral hygiene care to patients.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>10.262</u> 1/3/00R 5/30/00UC	<u>10.263</u> 11/18/85	<u>10.264</u> 1/3/00R 5/30/00UC
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